

SHERRY L. PLANTE

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OBJECTIVE

Seeking a position in **Project Management** or **Computer Technology** where my personal drive, skills, education and experience can be effectively utilized.

SUMMARY OF QUALIFICATIONS

- ▶ 5 years of diverse experience in project development and project management with budgeted project values exceeding \$4 million.
- ▶ Exceptional analytical, troubleshooting, and system optimization focus. Proficient in assessing complex system design parameters, identifying weaknesses, isolating problem areas and rapidly implementing cost-effective, automated and results-driven solutions. Knowledgeable and experienced in business processes inclusive of ERP & CRM.
- ▶ Outstanding organizational abilities with attention to detail. Adept at balancing multiple competing priorities simultaneously in high pressure, fast-paced environments while meeting all time and quality requirements.
- ▶ In-depth operational and project management experience, encompassing university level team project direction, structural analysis, data modeling, financial management, quality assurance management, bill payment automation, web site maintenance, computer-aided software engineering, progress reporting, and the 5-stage software development life cycle.
- ▶ Extensive accounting and business management expertise, including corporate/individual taxes, powers of attorney, estimates and extensions and statements by domestic stock corporations for up to 300 top-tier clients with asset accountability totaling over \$500 million. Account management experience for clients including A/R, A/P, G/L and more.
- ▶ Excellent communication skills, both written and verbal. Developed and delivered presentations to groups of up to 120 people. Wrote press releases, weekly/quarterly client reports and developed extremely powerful press/sales kits. Designed, developed and implemented a comprehensive business plan in "Ubiquitous and Pervasive Computing" for University of California, Irvine, entitled SHE (Safe Home Environment).
- ▶ Continuously commended for using exemplary team-building skills, perseverance and for being undeterred in achieving the scope of all projects undertaken. Supervised, trained and motivated up to 120 students. Work well independently, as an active team player, and as an effective team leader.
- ▶ Highly creative, industrious, goal-oriented and self-motivated, with a proven track record for a superior work ethic, dedication and integrity. Enthusiastic, accurate and a thorough learner.

EDUCATION

UNIVERSITY OF CALIFORNIA, IRVINE, CALIFORNIA

Master of Science: Electrical/Computer Engineering with Concentration in Systems & Software Development - Regents' Fellowship (GPA: 3.452) - 2005

CALIFORNIA STATE UNIVERSITY DOMINGUEZ HILLS, CARSON, CALIFORNIA

Bachelor of Science: Computer Science - Departmental Honors

(Minor: Communications) Consistently on Dean's List (GPA: 3.87) - 2002

TECHNICAL EXPERTISE

- Software:** Microsoft Word, Excel, PowerPoint, Access, Project, Frontpage, Outlook, Rational Rose, Symantec ACT!, Filemaker Pro, Photoshop, Irfanview, COCOMO, Select, Publisher, LaTeX, MS Visual C++ 6.0, MySQL, DB2, Apache 1.3.23, Tomcat, Open GL, .NET, Image Processing & Biomedical Engineering software
- Operating Environments:** Microsoft Windows 3.x - 2000/XP, Windows NT 4.x, Macintosh OS, UNIX, & some Linux
- Hardware:** 8026, Pentium I, II, III, IV, MMX, IBM Power5, CDC 6600, Power PC, memory: RAM, SDRAM, DDRAM, PCI, mother boards, modems, video cards, serial/parallel ports, USB & DSP Architectures
- Internet:** Web Services, Grid Computing
- Server Protocols:** TCP/IP, FTP, Telnet & SOAP
- Languages:** C, Java, JavaScript, Python, SQL, HTML, Visual Basic, Assembly & WSDL

PROFESSIONAL EXPERIENCE

- 2002-Present ZEROCHAOS, FLORIDA for ZENRIN USA, SAN BRUNO, CALIFORNIA
Automobile Navigation Systems Software Development, Japan
Field Researcher/Project Manager
- Autonomously manage West Coast project research for 2 projects: Exit Data & Junction View, both requiring extensive travel to collect, verify, survey and research Interstate Freeway data and attributes for use in annual updates of company software systems.
- 2003-2005 UNIVERSITY OF CALIFORNIA, IRVINE
Teaching Assistant/M.S. Student (EECE)
- Developed curriculum, instructed 120 students and provided both group and one-on-one tutoring.
 - Taught Object-Oriented Programming/Systems (Java) and Database Management (SQL and DB2).
 - Conducted discussion groups, lectures, designed/graded tests and projects, consulted with students and managed online project postings.
 - Received 3.83 overall TA evaluation grade by students.
- 2000 BENDER/HELPER IMPACT, WEST LOS ANGELES, CALIFORNIA
Entertainment Public Relations Agency with Offices in Los Angeles, New York & San Francisco
Client Service Coordinator/Executive Assistant
- Rapidly promoted after extensive support to President in all aspects of day-to-day operations.
 - Effectively re-designed and managed client and conferences databases.
 - Adeptly wrote weekly activity/status reports for 6 key Internet/technology/new media clientele.
- 1998-1999 P.J. ROTH & ASSOCIATES, INC., WEST HOLLYWOOD, CALIFORNIA
Editorial Marketing/Media Placement
Vice President of Client Services
- Managed LA office, which included managing West Coast and East Coast operations.
 - Developed e-commerce sales and marketing strategies.
 - Excelled in creating/implementing promotional campaigns.
 - Designed new products for line under budget and effectively coordinated production runs.
 - Coordinated/directed comprehensive database marketing/sales campaigns covering all lines of trade.
 - Created and composed comprehensive sales collateral and press kits well received by buyers and media.
 - Wrote comprehensive weekly/quarterly reports inclusive of operational and strategic planning.
 - Aggressively pitched and booked print, online and broadcast media outlet ads/promotions.
 - Responsible for LAN networking to facilitate productivity and efficiency of work groups.

- 1997-1998 NISSHO IWAI AMERICAN CORPORATION, LOS ANGELES, CALIFORNIA
International Import/Export
Operations Administration - Machinery Division
- Responsible for numerous business operations encompassing purchase orders, monthly/annual department reports, change order requests, RFQs/RFPs, supply ordering, and handling project manager's email responses in their absence.
- 1997-1998 RICH HOGAN PHOTOGRAPHY STUDIO, HOLLYWOOD, CALIFORNIA
Marketing Specialist/Sales Representative/Office Manager
- Designed and produced direct mail collateral and promotional marketing campaigns.
 - Successfully oversaw numerous sales functions including telemarketing, order verification, new account development strategies, customer consultations, and more.
 - Selected as Studio Manager and performed managerial and administrative duties.
- 1995-1997 T.K. PRODUCTIONS, HOLLYWOOD, CALIFORNIA
Office Manager
- Handled a wide range of operations and managerial functions including accounting, payroll, driver dispatching, sales, new account development, cold calling, telemarketing and order verification.
 - Designed a simple database to facilitate all aspects of business operations.
- 1994-1995 G.A.J. COMMUNICATIONS, HOLLYWOOD, CALIFORNIA
Manager
- Responsible for new business development and all day-to-day operations.
- 1988-1994 CENTRAL/CENEX/DISC/LA CASTING, BURBANK, CALIFORNIA
Film and TV Production Professional Extra/Crew/Stand-In/Actress
- Received Taft-Hartley inductance into Extras' Guild - resume/headshot available upon request.
 - Also performed tax accounting and business management for A-list clientele in private firm.
- 1988 FIVE STAR CATERING, CULVER CITY, CALIFORNIA
Banquet Server - MGM Studios
- Provided expert and comprehensive special event coordination services.
- 1987 UNIVERSITY OF CALIFORNIA, LOS ANGELES
Student
- Oversaw transportation logistics for the elderly and child care in exchange for room and board.

HONORS/AWARDS

- Regents' Fellowship/Terminal MS Degree Fellowship: University of California, Irvine
- National Science Foundation Scholarship: California State University, Dominguez Hills
- Computer Science Departmental Honors: California State University, Dominguez Hills
- United States Achievement Academy

ADDITIONAL PROFESSIONAL DEVELOPMENT

- Teaching Assistant Professional Development Program (*UCI Instructional Resource Center*) – 2003
- Van Mar Academy of Acting – 1988

COMMUNITY INVOLVEMENT/PROFESSIONAL AFFILIATIONS

- IEEE (*Institute of Electrical and Electronics Engineers*)
- SWE (*Society of Women Engineers*)
- ACM (*Association for Computer Machinery*)